



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

[Signature]

Police Chief: John Fitzgerald

GENERAL ORDER: 5-46 CODE ENFORCEMENT

DATE: 1/13/2020 Pages: 2 ◇ New ◆ Amended

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I. POLICY

Our policy regarding enforcement of the Village Code is as follows:

- 1. Be observant and take initiative. While on patrol, officers are expected to watch for, identify, and investigate suspected code violations.***
- 2. Coordinate and communicate with the Permitting and Code Enforcement Coordinator (PCEC): Officers are expected to reach out (directly or through the dispatcher) to the PCEC in order to inquire about permits and possible violations, to provide police reports of code violations, and to notify the PCEC of enforcement actions officers take.***
- 3. Assist the PCEC as needed/requested. Officers shall assist the PCEC—in the field or in the office—in the performance of their duties.***

II. PERMIT REQUIREMENTS

A. Building Permit Requirements

Any work performed outside a residence that has the possibility of changing the footprint of the property requires a Village building permit. The following examples would require a Village building permit:

1. Construction or demolition of an addition, porch, garage or shed.
2. Installation, repair or replacement of exterior steps.
3. Installation or replacement of a fence.
4. A permit is needed to install an underground/ electric fence if it is installed within the right-of-way.
5. Installation or replacement of a driveway, except for resealing of asphalt driveways.
6. Installation or replacement of walkways.
7. Installation or replacement of a parking pad.
8. Installation of permanently-anchored play equipment.
9. Installation or replacement of an air conditioning compressor.
10. No permit is needed for roof and gutter replacement or repair, and chimney repairs.
11. Installation of pools or ponds.
12. Construction and replacement of retaining

- walls.
13. Installation of underground irrigation systems in the public right-of-way.
14. Installation of sheds.

The above list is not exhaustive as other work may also require a Village permit.

Except in emergency situations, excavations and other utility company work that is done on Village streets or in the public right-of-way must be pre-approved by the Village Manager.

B. Dumpsters and Portable Storage Units

All dumpsters and portable storage units in the Village require a Village permit and must be on private property at all times. It is not acceptable for dumpsters or portable storage units to be placed in the public right-of-way or street at any time, including when changing them out.

C. Signs

The only commercial signs that may be posted in the Village are real estate signs. Temporary signs such as estate sales or yard sales held by Village residents, alarm signs and political signs are permitted with restrictions. A valid Village sign permit sticker must be displayed on every real estate and temporary event sign.

Officers should refer to the Village Code or reach out to the Permitting and Code Enforcement Coordinator for details on the restrictions.

D. Tree Removal

A Village Tree Removal Permit is required for the removal of any tree that has a circumference of twenty-four inches (24") or more. This applies to trees located on private property as well as those on Village property. The circumference should be measured by placing a tape measure around the trunk at an approximate height of four feet, six inches (4'-6") from the ground. In addition, any work on a Village tree, including trimming by utility companies, must be pre-approved by the Village Manager.

III. INVESTIGATING CODE VIOLATIONS

A. Indications of Construction Activity

There are a number of indications of construction activity that an officer may observe. These include commercial vehicles parked in front of a residence or in the driveway, visible ongoing work, construction materials, construction equipment or dumpsters on the property. If tree service equipment is observed, it should be verified if any trees are to be removed.

B. Basic Code Enforcement Procedures

If construction activity is observed during business hours, the following steps should be followed:

1. Check the property to see if the required permits are displayed.
2. If there is no permit visible, contact the CCVPD dispatcher and find out if any permits have been issued for the address. If a permit has been issued, make sure it covers the work actually being done.
3. If there is no record of a permit being issued, and if the work requires a Village permit, instruct the site supervisor or resident that all work must stop until the required permit(s) is/ are obtained. Failure to stop work once instructed to do so may lead to the issuance of a citation.
4. If a tree service company is observed working at an address, verify if any trees are to be removed. If trees are to be removed and there is no tree permit on file, measure the tree to see if a permit is required. If the tree is over twenty-four inches (24') in circumference and no permit has been issued, the work should be stopped until the required permit has been obtained.
5. If any materials such as mulch, gravel or sand are left piled in the roadway or right-of-way, determine where the materials belong by contacting the residences in the immediate area. If any construction or landscaping work is being done in the immediate area, check with the site supervisors. Once the final destination for the materials has been established, make sure the roadway is cleared immediately.
6. If a pile of material is found during a holiday or weekend, the surrounding residences should be contacted to determine which company placed the materials in the roadway. Once the responsible company has been identified, they should be contacted and instructed to remove the material immediately. Failure to comply with these instructions may lead to the issuance

of a citation to the company under Section 25-3 and will carry a fine of \$150.00.

7. Officers shall provide a copy of any police report and a copy of any warning or citation to the PCEC.

This directive voids the previous version dated 2/12/2002.